



Account Coordinator

Job Description

Look around on the MBTA this morning or at your local coffee shop - check out all the items that have a company logo on them. You'll see mugs, tee-shirts, jackets, pens, tote bags, backpacks, lunch coolers and so much more! These items are sold through the Promotional Products Industry.

This is a great entry-level introduction into the world of Promotional Products Marketing!

- We are: Stran Promotional Solutions -- Top 50 Distributor and voted "Best Places to Work" 3 years running and counting!
- The Position: Account Coordinator
- Where? Quincy, MA - Accessible by Red Line or lots of free parking
- Salary: DOE

What will I do?

You will be a member of the Client Services Team. We make sure our clients get what they need, when they need it! The job has order entry, trafficking and creative aspects. You'll be tasked with keeping our sales-staff and clients aware of the status of each project and work with our vendors to keep orders moving through the pipe-line. We are seeking a highly organized, computer savvy, efficient and self-motivated individual for this role.

What do I need?

- College degree preferred or experience in the promotional products industry
- Customer Service, Ad or PR Agency Internships are excellent! Please tell us about them!
- You absolutely must know your way around a computer. MS Office or Google equivalents - Email, Word, Excel, Power Point
- Knowledge of Adobe Illustrator, Photoshop and/or Salesforce is a huge plus
- Excellent spoken and written English

About you!

- Have excellent organizational skills and be able to multi-task in a fast paced, deadline driven environment
- Assertive and goal-oriented individual with extreme attention to detail
- A "Can Do" attitude with excellent customer service and communication skills
- Ability to work independently and as an effective team member in cross-collaborative situations
- Creative problem-solving skills and a willingness to develop solutions when challenged
- A sense of urgency and a sense of humor!

Sound like a good fit? Please submit your resume and cover letter!

Job Type: Full-time

Salary: \$35,000.00 to \$45,000.00 /year

Interested candidates should submit a resume and cover letter to careers@stran.com.